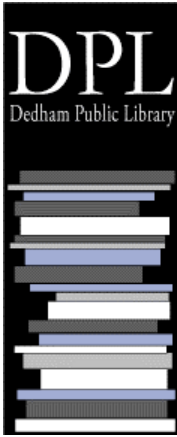


**Dedham Public Library
Meeting of the Board of Trustees
Wednesday, December 12, 2012 at the Main @ 9:00 am**

Agenda

1. Public input
2. Minutes of the November meeting
3. Financial report
4. Director's report
5. Unfinished Business
 - a. DPL internet policy final approval
 - b. DPL meeting room policy final approval
 - c. DPL patron behavior policy
6. New Business
 - a. Strategic Plan update
 - b. Dates for future meetings
 - c. Action items—Endicott tree



Dedham Public Library

Massachusetts. Minuteman. You.

43 Church St.
Dedham, MA 02026
781.751.9284
<http://library.dedham-ma.gov/>

Joseph D'Amico, Chair
Brad Bauer
Michael Chalifoux
Rachel Tuerck
Tracy Driscoll

DPL TRUSTEES MEETING MINUTES	
DECEMBER 12, 2012, MAIN LIBRARY, 9:15AM	
MEETING CALLED BY	DPL Trustees
TYPE OF MEETING	Monthly Meeting
CHAIRMAN	Joe D'Amico
SECRETARY	Rachel Tuerck
ATTENDEES	Joe D'Amico, Mike Chalifoux, Mary Ann Tricarico, Rachel Tuerck (arrived at 9:15am)
PUBLIC ATTENDEES	Bob Desmond, Rosemarie Shrewsbury
PRESS CONTACTS	Dedham TV

1. PUBLIC INPUT:

Bob Desmond asked about the dead tree at Endicott. Mr. D'Amico said Joe Flanagan (DPW) is planning to have Royer do it.

2. MINUTES:

Mr. Chalifoux made the comments that attachments need to be included with the minutes and copies sent to town hall. Ms. Tuerck said the minutes are available online, and hard copies with attachments are at the library, but would follow up with the town clerk. Mr. Chalifoux made a motion to approve the November minutes. Mr. Bauer seconded the motion. The motion passed unanimously.

3. FINANCIAL REPORT (ATTACHED):

A motion to approve the Financial Report was made by Mr. Bauer, seconded by Mr. Chalifoux, and was approved unanimously.

4. DIRECTOR'S REPORT (ATTACHED):

5. UNFINISHED BUSINESS:

The Internet and Meeting Room policies were approved at the last meeting, but there was some confusion as to who was going to complete the process. Rosemarie put those policies into the final formal format and returned them to the Trustees as a Word document to review a final time. Revisions were made to the Meeting Room policy and given to Rosemarie, for final approval at the next meeting.

Mr. Chalifoux made a motion to accept the Internet Policy; Mr. Bauer seconded. The motion passed unanimously, with a final approval date of 12/12/12.

Patron Rights, Responsibilities, and Behavior policy (final name pending) was discussed. At the next meeting, the Children's section will be discussed separately.

6. NEW BUSINESS:

Strategic Plan update: The trustees are working on library policies, per the strategic plan. They will start looking at the task regarding e-books in 2013.

7. ACTION ITEM REVIEW:

Action Item	Person	Date Due
Ask Rosemarie to forward completed Internet Policy to Trustees for final review.	Ms. Tuerck	COMPLETED DECEMBER
Inquire about minutes on file at town hall - open meeting. Confirm attachments are with hard copies.	Ms. Tuerck	Before January Meeting

Action Item	Person	Date Due
Send Meeting Room Policy to Rosemarie and ask her to forward final draft to trustees for final review.	Mr. Chalifoux	COMPLETED DECEMBER
Notify tv coverage for future meetings	Ms. Tuerck	COMPLETED DECEMBER
Review DPL behavior policy drafts and find samples of other policies as needed.	All Trustees	COMPLETED DECEMBER
Read strategic plan and review “homework” for trustees	All Trustees	COMPLETED DECEMBER
Call tree warden regarding dead tree in front of Endicott	Mr. D’Amico	COMPLETED DECEMBER

For next meeting agenda:

Patron Behavior Policy

Set dates for future meetings:

Jan 15, Tues, 7:00pm, at the Main Library

Feb 13, Wed, 9:15am, at the Main Library

Mar 13, Wed, 7:00pm, at Endicott

Mr. Bauer motioned to adjourn 11:13am, Mr. Chalifoux seconded. Motion approved unanimously.

Respectfully submitted,

Rachel Tuerck, Secretary

Attachments:

~ Agenda

~ Financial Report

~ Director’s Report

- ~ Final Internet Use Policy
- ~ Meeting Room Policy revised draft
- ~ Mr. Chalifoux's introduction to the Patron Behavior Policy

Director's Report for 12/12/12 Library Trustees Meeting

I. Resources and Services

1. Statistics:

	Sept 2012	Oct 2012	November 2012
Circulation:			
Main	5409	4868	5440
Endicott	5680	5550	5690
Total	11,089	10,418	11,130
Inter Library Loans (ILL):			
Items Borrowed from other libraries for:			
Main	983	955	1151
Endicott	1088	1203	1150
Total ILL items Borrowed	2073	2158	2301
Items Loaned to other Libraries from:			
Main	2539	2482	2401
Endicott	941	947	1045
Total ILL items Loaned	3480	3429	3446
Gate Count*:	Sept	Oct	November
Main –open 5 days/wk	4356	4521	4733
Endicott -open 6 days/wk	5912	5234	4668

**Gate Counts represent the approximate number of people entering the libraries*

2. Circulation of Library's Deposit Collection of Books at Middle and High Schools:

- Dedham High School collection: 309 books
 - October: 17
 - November 27
- Dedham Middle School collection: 431 books
 - October: 9
 - November: 34

3. Children's Programming

- Fall session Story Times are held from October 9 through December 6 at 10:30 AM for all ages. There were no story times Thanksgiving week. A holiday party will be held at the Endicott Estate on Saturday, December 8 from 10 a.m. to noon.
- **The November Story Times and attendance were the following:**

<i>Day</i>	<i>Date</i>	<i>Location</i>	<i>Attendance</i>
Thursday	Nov. 1	Main	4
Tuesday	Nov. 6	Main	9
Wednesday	Nov. 7	Endicott	11
Thursday	Nov. 8	Main	6
Tuesday	Nov. 13	Main	7
Wednesday	Nov. 14	Endicott	14
Thursday	Nov. 15	Main	0
Tuesday	Nov. 27	Main	9
Wednesday	Nov. 28	Endicott	2
Thursday	Nov. 29	Main	6

4. Special children's events in November were the following:

- **Ms. Marsha's Story Times**
 1. Magic Carpet Book Club Grades 1-5, Tues., Nov. 6 from 4:00-5:00 p.m. @ Endicott: 7 attended
 2. Tot Sing N Learn ages 9 months to 3 years, Fri., Nov. 9 from 10:30-11:15 a.m. @ Endicott: 29 attended
 3. Play N Learn for preschoolers (2.5 to 5 years), Tues., Nov. 20 from 1:00-2:00 p.m. @ Main. 4 attended

5. Adult Programming:

- **November Programs at the Main Library:**
 - November 10, 2012- Dedham Square Circle Gala: 150 people attended

- November 14, 2012- Virginia LeClair Conservation Meeting: 10 attended
- November 26, 2012 – NE Advisory Group financial seminar for college-bound families: 15 attended

II. Staffing

1. The position of Branch/Children's Librarian has been posted internally per union regulations and is now posted on the job site of the Massachusetts Board of Library Commissioners.
2. Union negotiations are currently underway; there is nothing to report at this time.
3. Wally will be our Library Santa at the annual children's party at the Endicott Estate on Saturday, Dec 8 from 10 a.m. to noon.
4. The staff's holiday dinner will be on Thursday night Dec 13 at the Manor Restaurant. I will host an Irish breakfast at Main for all the staff on December 26, prepared by my husband; and, on Friday, Dec 28 we will hold a holiday open house breakfast for staff and patrons at the Endicott Branch.
5. Lynn Carley, the administrator for the Town Retirement Plan came to the December 6th staff meeting to discuss changes and potential changes in retirement regulations. Then, she met privately with each staff member to discuss individual retirement accounts. The staff members were very appreciative of time she spent with us and the information she provided.
6. Mary Ann attended the Town Department Head's meeting on Dec. 5 and reported on library activities.

III. Facilities

1. The Fairbanks's Garden Club has graciously donated holiday wreaths to the Main and Endicott Libraries. They are displayed on the doors of each library.
2. The window trim painting at Main has now been completed.
3. The libraries are beautifully decorated for the holiday season, thanks to the creative efforts of the staff and custodians!

IV. Operations

1. The Strategic Plan provides the guide for operations actions. We are currently working on the following action items:
 - a. 1:6.1 Museum Passes
 - b. 2:1.2 and 1.4 Job Descriptions
 - c. 4: 2.1 A through F, Procedures
2. Mary Ann and Trustee members attended the Board of Selectmen's Meeting on December 6 to report on the library's strategic plan. The Plan was very favorably received by the Selectmen. They appreciated the hard work and cooperative efforts that went into preparing such a comprehensive plan.

Respectfully submitted by
Dr. Mary Ann Tricarico
Library Director
December 7, 2012



Library Trustee Budget Report to 11/30/12

Fiscal Year to Date 11/30/12

Include Rollup Account and Rollup to Object & Classification

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 001 - General Fund										
Department 610 - Library										
Division/Location 610 - Administration / Operations										
EXPENSE										
5110	Wages, Perm.									
5110-193	Wages, Perm. Custodial Personnel	94,958.00	.00	94,958.00	10,914.75	.00	40,020.75	54,937.25	42	.00
5110-610	Wages, Perm. Library Director	81,062.00	.00	81,062.00	9,230.76	.00	33,846.12	47,215.88	42	.00
5110-613	Wages, Perm. Professional Librarian	226,874.00	.00	226,874.00	.00	.00	6,648.75	220,225.25	3	.00
5110-614	Wages, Perm. Circulation Supervisor	50,337.00	.00	50,337.00	.00	.00	1,896.00	48,441.00	4	.00
5110-615	Wages, Perm. Library Assistant	242,831.00	.00	242,831.00	54,465.45	.00	195,249.40	47,581.60	80	.00
5110-618	Wages, Perm. Library Page	21,141.00	.00	21,141.00	1,917.00	.00	5,508.00	15,633.00	26	.00
5110-619	Wages, Perm. Administrative Assistant I	42,869.00	.00	42,869.00	4,927.50	.00	18,067.50	24,801.50	42	.00
5110 - Wages, Perm. Totals		\$760,072.00	\$0.00	\$760,072.00	\$81,455.46	\$0.00	\$301,236.52	\$458,835.48	40%	\$0.00
5120	Wages, Temp.									
5120-610	Wages, Temp. Substitutes	11,000.00	.00	11,000.00	1,505.20	.00	3,604.60	7,395.40	33	.00
5120 - Wages, Temp. Totals		\$11,000.00	\$0.00	\$11,000.00	\$1,505.20	\$0.00	\$3,604.60	\$7,395.40	33%	\$0.00
5140	Differentials									
5140-610	Differentials Longevity	3,663.00	.00	3,663.00	585.00	.00	1,630.00	2,033.00	44	.00
5140 - Differentials Totals		\$3,663.00	\$0.00	\$3,663.00	\$585.00	\$0.00	\$1,630.00	\$2,033.00	44%	\$0.00
5190	Other									
5190-199	Other Personnel Services	15.00	.00	15.00	.00	.00	.00	15.00	0	.00
5190 - Other Totals		\$15.00	\$0.00	\$15.00	\$0.00	\$0.00	\$0.00	\$15.00	0%	\$0.00
5270	Rent/Lease									
5270-270	Rent/Lease Equipment	6,000.00	.00	6,000.00	525.56	6.05	3,085.85	2,908.10	52	.00
5270 - Rent/Lease Totals		\$6,000.00	\$0.00	\$6,000.00	\$525.56	\$6.05	\$3,085.85	\$2,908.10	52%	\$0.00
5300	Prof/Tech									
5300-221	Prof/Tech Alarm Testing / Inspection	15,608.00	.00	15,608.00	.00	.00	1,449.00	14,159.00	9	.00
5300-300	Prof/Tech Professional / Technical	4,000.00	.00	4,000.00	135.00	.00	325.00	3,675.00	8	.00
5300-330	Prof/Tech Meeting & Conference Fees	2,750.00	.00	2,750.00	.00	.00	389.28	2,360.72	14	.00
5300-611	Prof/Tech Minuteman Network	40,960.00	.00	40,960.00	.00	.00	38,896.04	2,063.96	95	.00
5300 - Prof/Tech Totals		\$63,318.00	\$0.00	\$63,318.00	\$135.00	\$0.00	\$41,059.32	\$22,258.68	65%	\$0.00
5420	Office Supplies									
5420-420	Office Supplies General	20,800.00	.00	20,800.00	450.28	.00	6,140.58	14,659.42	30	.00
5420 - Office Supplies Totals		\$20,800.00	\$0.00	\$20,800.00	\$450.28	\$0.00	\$6,140.58	\$14,659.42	30%	\$0.00
5580	Other									
5580-581	Other Uniforms	1,000.00	.00	1,000.00	143.99	.00	143.99	856.01	14	.00
5580 - Other Totals		\$1,000.00	\$0.00	\$1,000.00	\$143.99	\$0.00	\$143.99	\$856.01	14%	\$0.00
5710	Travel									
5710-710	Travel Expenses	6,600.00	.00	6,600.00	.00	.00	734.21	5,865.79	11	.00
5710 - Travel Totals		\$6,600.00	\$0.00	\$6,600.00	\$0.00	\$0.00	\$734.21	\$5,865.79	11%	\$0.00



Library Trustee Budget Report to 11/30/12

Fiscal Year to Date 11/30/12

Include Rollup Account and Rollup to Object & Classification

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 001 - General Fund										
Department 610 - Library										
Division/Location 610 - Administration / Operations										
EXPENSE										
5730	Dues/Memberships									
5730-730	Dues/Memberships Dues & Memberships	1,750.00	.00	1,750.00	.00	.00	.00	1,750.00	0	.00
	5730 - Dues/Memberships Totals	\$1,750.00	\$0.00	\$1,750.00	\$0.00	\$0.00	\$0.00	\$1,750.00	0%	\$0.00
	EXPENSE TOTALS	\$874,218.00	\$0.00	\$874,218.00	\$84,800.49	\$6.05	\$357,635.07	\$516,576.88	41%	\$0.00
	Division/Location 610 - Administration / Operations Totals	(\$874,218.00)	\$0.00	(\$874,218.00)	(\$84,800.49)	(\$6.05)	(\$357,635.07)	(\$516,576.88)	41%	\$0.00
Division/Location 611 - Library Materials										
EXPENSE										
5581	Library Materials									
5581-611	Library Materials Books	110,549.00	.00	110,549.00	7,942.51	.00	43,195.54	67,353.46	39	.00
5581-612	Library Materials Periodicals	15,000.00	.00	15,000.00	.00	.00	2,798.00	12,202.00	19	.00
5581-614	Library Materials DVDs	5,000.00	.00	5,000.00	1,057.64	.00	2,235.09	2,764.91	45	.00
5581-615	Library Materials Ebooks	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
5581-616	Library Materials Video	8,070.00	.00	8,070.00	.00	.00	3,645.21	4,424.79	45	.00
5581-617	Library Materials Audio	8,655.00	.00	8,655.00	1,014.45	.00	1,027.14	7,627.86	12	.00
5581-618	Library Materials Databases	5,000.00	.00	5,000.00	.00	.00	4,402.53	597.47	88	.00
5581-619	Library Materials Other	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
	5581 - Library Materials Totals	\$154,274.00	\$0.00	\$154,274.00	\$10,014.60	\$0.00	\$57,303.51	\$96,970.49	37%	\$0.00
	EXPENSE TOTALS	\$154,274.00	\$0.00	\$154,274.00	\$10,014.60	\$0.00	\$57,303.51	\$96,970.49	37%	\$0.00
	Division/Location 611 - Library Materials Totals	(\$154,274.00)	\$0.00	(\$154,274.00)	(\$10,014.60)	\$0.00	(\$57,303.51)	(\$96,970.49)	37%	\$0.00
	Department 610 - Library Totals	(\$1,028,492.00)	\$0.00	(\$1,028,492.00)	(\$94,815.09)	(\$6.05)	(\$414,938.58)	(\$613,547.37)	40%	\$0.00
	Fund 001 - General Fund Totals	\$1,028,492.00	\$0.00	\$1,028,492.00	\$94,815.09	\$6.05	\$414,938.58	\$613,547.37		\$0.00
	Grand Totals	\$1,028,492.00	\$0.00	\$1,028,492.00	\$94,815.09	\$6.05	\$414,938.58	\$613,547.37		\$0.00